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Civil Service Commission

**Information Regarding Postmaster
Positions etc.**

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Form 2328.
May 1922.

UNITED STATES CIVIL SERVICE COMMISSION.

WASHINGTON, D. C.

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INFORMATION REGARDING POSTMASTER POSITIONS FILLED THROUGH NOMINATION BY THE PRESIDENT FOR CONFIRMATION BY THE SENATE.

Executive order requiring examinations.—Under the civil-service law, positions which are filled through nomination by the President for confirmation by the Senate are not included in the competitive classified service. Positions of postmaster at first, second, and third class post offices are filled in this manner. For such positions, however, examinations are held by the Civil Service Commission, at the request of the Postmaster General, under an Executive order issued May 10, 1921, revised July 27, 1921, which provides as follows:

When a vacancy exists or hereafter occurs in the position of postmaster at an office of the first, second, or third class, if such vacancy is not filled by nomination of some person within the competitive classified civil service who has the required qualifications, then the Postmaster General shall certify the fact to the Civil Service Commission, which shall forthwith hold an open competitive examination to test the fitness of applicants to fill such vacancy, and when such examination has been held and the papers in connection therewith have been rated, the said commission shall certify the results thereof to the Postmaster General, who shall submit to the President the name of one of the highest three qualified eligibles for appointment to fill such vacancy unless it is established that the character or residence of any such applicant disqualifies him for appointment: *Provided*, That at the expiration of the term of any person appointed to such position through examination before the Civil Service Commission, the Postmaster General may, in his discretion, submit the name of such person to the President for renomination without further examination.

No person who has passed his sixty-fifth birthday, or who has not actually resided within the delivery of such office for two years next preceding the date of examination, shall be given the examination herein provided for.

If, under this order, it is desired to make nomination for any office of a person in the competitive classified service, such person must first be found by the Civil Service Commission to meet the minimum requirements for the office.

On October 14, 1921, the following Executive order was issued:

While the appointment of presidential postmasters is not within the legal scope of the civil-service law and, therefore, as a matter of law, no "preference" is applicable thereto, yet, in order that those young men and women who served in the World War, having their scholastic and business experience intercepted and interrupted thereby, may not suffer any disadvantage in the competition for such postmaster-ships, I direct the Civil Service Commission, in rating the examination papers of such candidates, to add to their earned ratings five points and to make certification to the Postmaster General in accordance with their relative positions thus acquired.

I further direct that the time such candidates were in the service during the World War may be reckoned by the commission in making up the required length of business experience; and that all age limitations be waived.

Status.—Persons appointed as a result of an examination held in accordance with the foregoing Executive order will not thereby attain a competitive civil-service status, and will not thereby become eligible for a position in the competitive classified service; but a person already in the competitive classified service who is appointed or promoted to one of these positions will not thereby lose the privilege of retransfer to a competitive classified position provided his service is continuous and satisfactory.

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GENERAL REQUIREMENTS.

General qualifications.—To be eligible for examination for a position as postmaster at an office of the first, second, or third class, a candidate must be a citizen of the United States; must actually reside within the delivery of the office for which the application is made; must have so resided for at least two years next preceding the date of examination; must be in good physical condition; and must meet the age requirement hereinafter specified.

Photographs.—In examinations in which the candidates are assembled in an examination room for a written examination as hereinafter specified, candidates must submit to the examiner on the day of the examination their photographs, taken within two years, securely pasted in the space provided on the admission cards sent them after their applications are filed. In examinations in which the candidates are not assembled for a written examination the photographs must be forwarded with the applications. Group photographs, proofs, or indistinct prints will not be accepted.

Applications.—Applications will not be accepted until an examination is announced for the office at which employment is sought. Persons who meet the requirements and desire examination may obtain the necessary application form (No. 2241) from the office where the vacancy exists or from the United States Civil Service Commission, Washington, D. C., after the examination has been announced. Applications must be properly executed and filed with the commission in Washington in time to arrange for the examination.

Date of vacancy.—The date of any vacancy as referred to in any of these regulations shall be the date of the death, resignation, removal, or the date of the expiration of the term of the last postmaster.

EXAMINATIONS FOR OFFICES OF THE THIRD CLASS (COMPENSATION \$1,000 TO \$2,200).

Candidates for offices having annual compensation from \$1,000 to \$2,200, inclusive, will be assembled for a written examination and will be examined in the following subjects, which will have the relative weights indicated:

Subjects.	Weights.
1. Accounts and arithmetic (this test includes a simple statement of a postmaster's monthly money-order account in a prepared form, furnished the candidate in the examination, and a few problems comprising addition, subtraction, multiplication, division, percentage, and their business applications).....	3
2. Penmanship (a test of ability to write legibly, rated on the specimen shown in the subject of letter writing).....	1
3. Letter writing (this subject is intended to test the candidate's ability to express himself intelligently in a business letter on a practical subject).....	1
4. Business training, experience and fitness (under this subject, full and careful consideration is given to the candidate's business training and experience. The rating is based upon the candidate's sworn statements of his personal history, as verified after inquiry by the commission. It must be clearly shown that the candidate has demonstrated ability in meeting and dealing satisfactorily with the public).....	5
Total	10

Age.—Candidates in competitive examinations for the position of postmaster at an office of the third class must have reached their twenty-first birthday and must not have passed their sixty-fifth birthday on the date of examination.

SPECIMEN QUESTIONS FOR OFFICES OF THE THIRD CLASS.

The following questions and tests, which have been used, indicate the general character of the examination given for offices having annual compensation from \$1,000 to \$2,200:

First subject—Accounts and arithmetic.—1. In a form provided by the examiner, the candidate will make computations from the items furnished, entering in the proper blank space the increase or decrease for each item and the total increase and decrease, together with the net increase or decrease for all the items. The following group of items has been used:

States.	Cost in 1915.	Cost in 1916.	Increase.	Decrease.
	<i>Dollars.</i>	<i>Dollars.</i>	<i>Dollars.</i>	<i>Dollars.</i>
Alabama.....	1,285,164	1,294,830		
Arkansas.....	617,625	665,226		
Georgia.....	2,049,093	1,976,067		
Iowa.....	2,908,629	2,707,681		
Kentucky.....	950,229	971,253		
Louisiana.....	292,716	314,118		
Maryland.....	510,912	487,902		
Massachusetts.....	367,110	332,947		
Michigan.....	2,377,233	2,181,525		
Minnesota.....	2,020,333	1,948,815		
Mississippi.....	1,021,266	1,052,604		
New Hampshire.....	285,075	289,233		
New Jersey.....	370,557	386,426		
North Dakota.....	684,846	709,173		
Oklahoma.....	1,434,789	1,345,504		
Tennessee.....	1,926,324	1,919,160		
Texas.....	2,464,299	2,425,806		
Virginia.....	1,255,779	1,279,467		
Washington.....	398,439	408,555		
West Virginia.....	477,999	472,085		
Total.....				
Net.....				

2. The money-order transactions at Avon, Mass., post office for the month of May, 1914, were as follows:

Money-order fund on hand May 1, \$18. May 1, transferred from postal account to money-order account, \$27. May 2, paid money order, \$39.06. May 3, issued money order for \$49.50. May 5, issued money order, \$80.91. May 6, paid money order, \$7.29. May 7, issued money order, \$18.27. May 8, paid money order, \$27.81. May 9, issued money order, \$63. May 10, paid money order, \$19.80. May 12, paid money order, 81 cents. May 13, issued money order, \$4.77. May 14, paid money order, \$9.27. May 15, issued money order, \$29.07. May 16, paid money order, \$9.72. May 17, issued money order, \$9.72. May 19, issued money order, \$57.24. May 20, paid money order, 99 cents. May 21, issued money order, 72 cents. May 22, paid money order, \$45. May 23, issued money order, \$36. May 24, paid money order, \$2.97. May 26, paid money order, \$7.29. May 27, issued money order, \$72. May 28, paid money order, \$9.72. May 29, issued money order, \$4.59. May 30, postmaster deposited in the United States depository to the credit of the Post Office Department \$90, and received a certificate of deposit. May 31, issued money order, \$46.89. May 31, postmaster credited himself for errors as per auditor's circular, \$1.62.

Make an itemized statement of the postmaster's money-order account in the form provided, and balance and close the statement.

Schedule of fees over and above the amount of the order which the postmaster must collect from the public for the Government on issue of money orders.

For orders from \$0.01 to \$2.50.....	3 cents.	For orders from \$30.01 to \$40.00.....	15 cents.
For orders from \$2.51 to \$5.00.....	5 cents.	For orders from \$40.01 to \$50.00.....	18 cents.
For orders from \$5.01 to \$10.00.....	8 cents.	For orders from \$50.01 to \$60.00.....	20 cents.
For orders from \$10.01 to \$20.00.....	10 cents.	For orders from \$60.01 to \$75.00.....	25 cents.
For orders from \$20.01 to \$30.00.....	12 cents.	For orders from \$75.01 to \$100.00.....	30 cents.

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[illegible]

Fourth subject—Business training, experience, and fitness.—This subject is rated on the candidate's statements and corroborative evidence. Statements as to training and experience are subject to verification. All information will be treated as confidential. Candidates will be required to give full and detailed information concerning their education, training, and business experience on blanks furnished.

UNITED STATES CIVIL SERVICE COMMISSION.

INFORMATION REGARDING POSTMASTER POSITIONS FILLED THROUGH NOMINATION BY THE PRESIDENT FOR CON- FIRMATION BY THE SENATE.

EXAMINATION FOR OFFICES OF THE FIRST AND SECOND CLASSES.

Candidates for offices of the first and second classes will not be required to report for examination at any place, but will be rated on the following subjects, which will have the relative weights indicated:

Subjects.	Weights.
1. Education and training.....	20
2. Business experience and fitness.....	80
Total.....	100

Age.—Candidates in competitive examinations for the position of postmaster at an office of the first class must have reached their thirtieth birthday on the date of the examination, and for the position of postmaster at an office of the second class their twenty-fifth birthday on the date of the examination. Those who have who have passed their sixty-fifth birthday on the date of the examination are not eligible to compete for any office.

Additional information required.—In answering Questions 20, 21, and 22, of application form No. 2241, candidates must give detailed information regarding their education, any experience they may have had in the Postal Service, and all other experience they may have had in any line of business, profession, or employment, including a statement of the volume of business transacted, duties performed, income or salary, and number of persons supervised, if any.

Prerequisites.—Offices over \$6,000.—For offices paying more than \$6,000 a year the candidate must show that for at least seven years he has been engaged in occupations in which he has demonstrated ability to organize, to direct, and to manage business affairs to the extent required of a postmaster of the post office for which he is a candidate.

Offices over \$4,000, including \$6,000.—For offices paying more than \$4,000, up to and including \$6,000 a year, the candidate must show that for at least five years he has been engaged in occupations in which he has demonstrated ability to organize, to direct, and to manage business affairs to the extent required of a postmaster of the post office for which he is a candidate.

Offices over \$2,200, including \$4,000.—For offices paying over \$2,200, up to and including \$4,000 a year, the candidate must show that for at least three years he has been engaged in occupations in which he has demonstrated ability to conduct the affairs of a business to the extent required of a postmaster of the post office for which he is a candidate.

For all offices.—It must also appear in all cases that the candidates have demonstrated their ability to meet and deal with the public satisfactorily. Candidates who are found to be unsuitable by reason of unfitness or because of physical disability will not be given an eligible rating.

Statements as to education, training, and experience are subject to verification.

METHOD OF RATING EXAMINATIONS FOR OFFICES HAVING ANNUAL COMPENSATION
ABOVE \$2,200.

In examination for offices having annual compensation above \$2,200 the rating on the education and training of the candidate will be determined from the information furnished in answer to Question 20 of the application and upon corroborative information. The question calls for a detailed statement of the extent of the applicant's education in schools of all grades.

The rating on business experience and fitness will be determined by the character and extent of the business experience of the candidate, as shown, *first* by his answers to Questions 21 and 22 of the application, Form 2241, which reads as follows:

Question 21.—State fully and in detail all the experience you have had in the Postal Service, giving designation of the position, number of persons, if any, under your supervision, place and dates of employment, and salary. State also the nature of your duties.

Question 22.—State briefly, but clearly, and with sufficient details, all the practical experience you have had in any employment, occupation, profession, or business (other than post office) beginning with the time you first began to work and carrying your history through connectedly, *giving dates*, to the **PRESENT TIME**. When in business for yourself, state capital invested, amount of business transacted annually, number of persons employed, and net income. When employed by others, state your position, duties, compensation, responsibilities, and number of persons supervised, if any.

And, *second*, by a careful investigation of each candidate by the Civil Service Commission. The investigation covers two purposes, namely, first, full inquiry as to each candidate's suitability and fitness for the office by the reason of his character and personal characteristics, and if he is found unsuitable by the commission as a result of such inquiry he will not, of course, be declared eligible; the second purpose of the investigation is the same careful inquiry from persons best qualified to know of the business qualifications, ability, and experience of each candidate, the report of such inquiry to be confined to findings of facts and to be made a part of the evidence and record upon which the commission rates the candidate.

UNITED STATES CIVIL SERVICE COMMISSION.

EXAMINATION FOR OFFICES OF THE FIRST AND SECOND CLASSES.

Candidates for offices of the first and second classes will not be required to report for examination at any place, but will be rated on the following subjects, which will have the relative weights indicated:

Subjects.	Weights.
1. Education and training.....	20
2. Business experience and fitness.....	80
Total.....	100

Age.—Candidates in competitive examinations for the position of postmaster at an office of the first class must have reached their thirtieth birthday on the date of the examination, and for the position of postmaster at an office of the second class their twenty-fifth birthday on the date of the examination. Those who have passed their sixty-fifth birthday on the date of the examination are not eligible to compete for any office.

Additional information required.—In addition to the full and detailed information called for by questions 21 and 23 of the application (Form 2241), the candidates are required to furnish the following in connection with each responsible position held by them:

- (a) The number of persons under their supervision.
- (b) The character of the business done by the person, firm, or corporation.
- (c) The volume of business done annually.
- (d) The commercial rating of each person, firm, or corporation.

Prerequisites.—Offices over \$6,000.—For offices paying more than \$6,000 a year the candidate must show that for at least seven years he has been engaged in occupations in which he has demonstrated ability to organize, to direct, and to manage business affairs to the extent required of a postmaster of the post office for which he is a candidate.

Offices over \$4,000, including \$6,000.—For offices paying more than \$4,000, up to and including \$6,000 a year, the candidate must show that for at least five years he has been engaged in occupations in which he has demonstrated ability to organize, to direct, and to manage business affairs to the extent required of a postmaster of the post office for which he is a candidate.

Offices over \$2,200, including \$4,000.—For offices paying over \$2,200, up to and including \$4,000 a year, the candidate must show that for at least three years he has been engaged in occupations in which he has demonstrated ability to conduct the affairs of a business to the extent required of a postmaster of the post office for which he is a candidate.

For all offices.—It must also appear in all cases that the candidates have demonstrated their ability to meet and deal with the public satisfactorily. Candidates who are found to be unsuitable by reason of unfitness or because of physical disability will not be given an eligible rating.

Statements as to education, training, and experience are subject to verification.

METHOD OF RATING EXAMINATIONS FOR OFFICES HAVING ANNUAL COMPENSATION ABOVE \$2,200.

In examination for offices having annual compensation above \$2,200 the rating on the education and training of the candidate will be determined from the information furnished in answer to Question 21 of the application, as follows, and upon corroborative information:

Question 21.—Submit a complete statement of your education and training, giving the names of the institutions at which you have studied, the length of attendance (with dates), the courses of study pursued, and the degrees, if any, conferred.

The rating on business experience and fitness will be determined by the character and extent of the business experience of the candidate as shown, *first*, by his answer to Question 24 of the application, which reads as follows:

Question 24.—State fully and in detail all the practical experience you have had in any profession, occupation, or business of a character tending to qualify you for the position of postmaster. State (a) dates when employed; (b) where; (c) name and address of employer; (d) salary or compensation received; (e) the specific nature of your duties in each employment. The following information concerning each commercial position held by you should also be furnished: (a) The number of persons under your supervision, if any, and the character of the work done by these persons; (b) the character of the business done by the employing person, firm, or corporation; (c) the volume of business done annually; (d) the commercial rating of the employing person, firm, or corporation; (e) your relation to other employees holding supervisory positions, if any.

And, *second*, by a careful investigation of each candidate by the Civil Service Commission. The investigation covers two purposes, namely, first, full inquiry as to each candidate's suitability and fitness for the office by reason of his character and personal characteristics, and if he is found unsuitable by the commission as a result of such inquiry he, of course, will not be declared eligible; the second purpose of the investigation is the same careful inquiry from persons best qualified to know of the business qualifications, ability, and experience of each candidate, the report of such inquiry to be confined to findings of facts and to be made a part of the evidence and record upon which the commission rates the candidate.

UNITED STATES CIVIL SERVICE COMMISSION.

